



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEAD GROUP SUPERVISOR	39*	D	12.532
ASSISTANT HEAD GROUP SUPERVISOR	36*	D	12.534

SERIES CONCEPT

Head Group Supervisors and Assistant Head Group Supervisors supervise the care and custody of youth in a detention facility by: scheduling and planning work activities of "home life" staff; maintaining safety and security of facility, staff and youth; provide training; coordinating emergency situations; monitoring treatment plans; and performing related duties.

Monitors the work performance of subordinate supervisors and professional staff through direct observation and review of work activities and completed reports and forms. Work is checked for accuracy and completeness and compliance with institutional policy and procedure. Prepares performance evaluations and submits to supervisor for review.

Maintains the safety and security of facility by observing the movement and activities of wards; inspecting institutional grounds and buildings to ensure they are secure and locked, visits units to inspect for health and safety violations and welfare of wards and staff members; coordinates and oversees indoor-outdoor recreational activities, and coordinates radio communications with assigned unit to ensure availability in the event of an emergency.

Provides on-the-job training to staff members by explaining treatment programs, institutional and agency procedures and guidelines, and provides classroom training to staff in counseling techniques, role modeling, and related job activities.

Coordinates and manages emergency situations involving runaways, hostile or aggressive behavior and the medical needs of wards by overseeing or assisting in the restraint, treatment, counseling, or transportation of wards. May contact off duty staff to aid in searches of runaways or provide additional security for the facility and supervision of wards.

Maintains and monitors treatment plans of wards ensuring treatment schedules and goals are followed and proper documentation is provided in accordance with institutional and agency policy and procedure. Distributes a list of treatment plan due dates to institutional staff.

Oversees the distribution of prescribed medication as designated by the institutional doctor or nurse. Responsible for the coordination of medical treatment of wards by scheduling visits and arranging transportation.

Assists in the release and pickup of wards by compiling release packets and providing transportation to predetermined destination. Picks up new wards at detention facility and transports back to the youth facility.

Assists in the hiring process by participating in the recruitment, testing and interviewing of qualified applicants and establishing a list of desirable candidates. Makes recommendations to the superintendent and informs candidates of hiring decision.

***Reflects a 2-grade, special salary adjustment authorized by the 2005 Legislature to improve recruitment and retention.**

CLASS CONCEPTS

Head Group Supervisor: Under general supervision of the Superintendent or Assistant Superintendent, supervises "home life" and treatment staff and assists in managing the 24-hour operation of a youth facility by designating work assignments, preparing master shift rosters, inspecting facility and making safety and security checks, reviewing purchase requisitions and monitors unit accounts, develops and implements institutional policy and procedures, and follows up on and reviews work assignments of staff to ensure accuracy and completeness and that institutional policy and procedures are followed.

Conducts intake interviews of committed youth to determine if placement in facility is appropriate based on age, maturity and physical size, their ability to participate and cooperate with assigned groups. Evaluates personality traits and characteristics for potential health or security risks to ensure that the ward will benefit from the reformatory treatment provided by the school. Consults with supervisor on final recommendation.

Prepares reports and statistical data on the daily operation of the youth facility by tracking population counts, length of committal time, number of youth paroled, staff to youth ratio and establishes population trends and projections to ensure the needs, goals and objectives of the institution and the agency are met.

Prepares parole reports on wards documenting current status and progress of treatment. Provides documentation regarding attitude and behavior problems, school courses completed and transcripts, medical records, drug and alcohol abuse treatment, records of staff evaluations and treatment plans. Reports are completed prior to the release of youth for review by committing judge and parole officer.

Assistant Head Group Supervisor: Under general supervision of the Head Group Supervisor, supervises the "home life" staff of a youth facility on assigned shift by scheduling and planning work activities; reviewing staff reports, forms, and records for clarity, completeness, accuracy, and conformance with institutional and agency policy and procedure. Approves staff work and adjustments in work schedules and prepares performance evaluations.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must first submit to a pre-employment screening for controlled substances.

HEAD GROUP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent (G.E.D.) and seven years of experience in youth employment, parole and probation, corrections, rehabilitation, or in a public service setting which involved the supervision, direction, or training of youth through the implementation of educational, youth employment, vocational training, rehabilitation or counseling programs, or providing casework services; **OR** graduation from an accredited college or university in counseling and guidance, psychology, social services, sociology, criminal justice, education, or related field, and five years of experience as described in option I; **OR** two years of experience at the Assistant Head Group Supervisor level; **OR** an equivalent combination of education and experience and with at least two years of experience comparable to the Assistant Head Group Supervisor level. (*See Special Requirement*)

MINIMUM QUALIFICATIONS (cont'd)

HEAD GROUP SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: basic principles of personnel management. **Ability to:** make oral group presentations; perform routine statistical computations such as correlation, coefficients, graph charts, percentages of factors and analysis of variances to prepare proper reports in relation to population trends and projections; mediate between contending youth or employees; supervise youth and subordinate employees, organize workflow, delegate responsibility, evaluate effectiveness and administer discipline; systematically arrange youth into groups or categories according to established guidelines and requirements; coordinate the scheduling of programs, work projects and transportation by determining the time, place and sequence of events; modify and/or adopt programs, procedures or methods to accomplish reform in youth; *and all knowledge, skills and abilities at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Knowledge of: fundamentals of reality therapy and behavior modification; Nevada Revised Statutes pertaining to the incarceration of committed youth; principles and practices of vocational education; principles and practices of physical and mental hygiene, and psychology; principles and practices of a physical education program in a school for youth.

ASSISTANT HEAD GROUP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent (G.E.D.) and five years experience in youth employment, parole and probation, corrections, rehabilitation, or in a public service setting which involved the supervision, direction or training of youth through the implementation of educational, youth employment, vocational training, rehabilitation or counseling programs, or providing casework services; **OR** graduation from an accredited college or university in counseling and guidance, psychology, social services, sociology, criminal justice, education or related field and three years of experience as described in option I; **OR** one year at the Senior Group Supervisor level; **OR** an equivalent combination of education and experience with at least two years of experience as described above. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: proper security procedure in the transportation of wards in order to provide proper training to staff; scheduling and staffing techniques of a 24-hour detention facility; federal laws and regulations pertaining to the institutional care of juveniles; principles and techniques used in counseling, care and training of juveniles. **Ability to:** adjust priorities quickly as dictated by circumstances; follow prescribed treatment plans of wards by institutional doctor or nurse; accept equivocal circumstances and take action when answers to a problem are not readily apparent; perceive and define cause and effect relationships with staff, wards and the institution; organize material information, or people in a systematic way to optimize efficiency and minimize duplication of effort; establish rapport and gain the trust of others; sell or promote ideas, policy or trends in juvenile justice; establish and maintain cooperative working relationships with staff, wards, supervisors and outside agencies; foster a stimulating, accepting, learning environment; maintain composure, equanimity and self control in the face of resistance, indifference or hostility; negotiate, exchange ideas, and information with others to arrive jointly at decisions concerning time, dates and places.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Knowledge of: State health and safety rules and regulations; administrative policy, rules and regulations of the institution; standard issue supply items for units and quantity required; institutional safety and security policies and procedures; principles and practices of personnel administration as they relate to selection, motivation, and disciplining of employees.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	12/1/61	4/13/70
REVISED:	12/1/68	8/1/80R 12/12/80PC
REVISED:	8/1/80R 12/12/80PC	
REVISED:	7/1/91P 7/6/90PC	7/1/91P 7/6/90PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:	7/1/05LG	7/1/05LG